

## How to Itemize Lodging:

1. Click on the Lodging Expense and click on the tab Itemizations.

Lodging \$645.75  
12/19/2022

Details **Itemizations**

\* Required field

Expense Type \*  
Lodging

Description

Check-in Date \* 12/13/2022  
Check-out Date \* 12/19/2022  
Nights: 6

Transaction Date \* 12/19/2022  
Vendor Search for Vendor

Expense Location \* Goleta, California  
Dept \* (COMS) COMPUTER SCIENCE

FAU \* (COMS-ECWW23-8-402525-...)  
Sub Account 7-Special Items

Cost Type Search by Text  
Payment Type \* Employee Out of Pocket

Travel Allowance

Transaction Amount \* 645.75  
Currency \* US, Dollar

2. Once you click into the Itemizations Tab, click Create Itemization

Lodging \$645.75  
12/19/2022

Details **Itemizations**

|                    |                    |                       |
|--------------------|--------------------|-----------------------|
| Amount<br>\$645.75 | Itemized<br>\$0.00 | Remaining<br>\$645.75 |
|--------------------|--------------------|-----------------------|

**Create Itemization** More Actions

No Itemizations.  
Create itemizations for the items on your receipt.

### 3. Click on Lodging

| Details                    |          | Itemizations |        |           |          |
|----------------------------|----------|--------------|--------|-----------|----------|
| Amount                     | \$645.75 | Itemized     | \$0.00 | Remaining | \$645.75 |
| <b>New Itemization</b>     |          |              |        |           |          |
| Expense Type *             |          |              |        |           |          |
| Search for an expense type |          |              |        |           |          |
| <b>Recently Used</b>       |          |              |        |           |          |
| Lodging                    |          |              |        |           |          |
| 01. Air Travel Expense     |          |              |        |           |          |
| Lodging Tax                |          |              |        |           |          |
| 02. Lodging Expenses       |          |              |        |           |          |

4. Some hotels will give you an itemized hotel receipt, so then you can just copy the numbers over into this section. If the receipt is not itemized, then take the total price of the hotel room (without taxes and fees) and divide it by the number of nights stayed. That number will go in the "Room Rate (per night)" section. Repeat the same steps with the Room Taxes and Fees and put the resulting cost in the "Room Tax (per night)" section. Add in the receipt from the hotel on the right side where it says add receipt. Then save Itemization.

| Details                           |                      | Itemizations                        |                   |           |          |
|-----------------------------------|----------------------|-------------------------------------|-------------------|-----------|----------|
| Amount                            | \$645.75             | Itemized                            | \$0.00            | Remaining | \$645.75 |
| <b>New Itemization</b>            |                      |                                     |                   |           |          |
| Expense Type *                    |                      |                                     |                   |           |          |
| Lodging                           |                      |                                     |                   |           |          |
| Entry Type: Recurring Itemization |                      | 12/13/2022 - 12/19/2022 (Nights: 6) |                   |           |          |
| Your hotel room rate was:         |                      |                                     |                   |           |          |
| The Same Every Night              |                      |                                     | Not the Same      |           |          |
| Room Rate (per night) *           | Room Tax (per night) | Tax 2 (per night)                   | Tax 3 (per night) |           |          |
| 85.76                             | 21.87                |                                     |                   |           |          |
| (Amounts in USD)                  |                      |                                     |                   |           |          |
| Add Tax Fields                    |                      |                                     |                   |           |          |

5. This is what it should look like in the end. Sometimes the Itemized total will be more than the actual total. If this is the case, then click on one of the lines and subtract the amount "over" so that the prices line up. In this example, I was \$0.03 over so I subtracted \$0.01 from three of the expense lines.

Alerts: 1

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**Expense** | Lodging | 12/19/2022 | \$645.75

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 You must attach a receipt image to this expense.

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→

## Lodging \$645.75

12/19/2022

Details

Itemizations

Amount  
**\$645.75**

Itemized  
**\$645.75**

 Remaining  
**\$0.00**

Create Itemization

More Actions 

| <input type="checkbox"/> | Date  | Expense Type  | Requested  |
|--------------------------|--|--|---|
| <input type="checkbox"/> | 12/13/2022   | Lodging  | \$85.75   |
| <input type="checkbox"/> | 12/13/2022   | Lodging Tax  | \$21.86   |
| <input type="checkbox"/> | 12/14/2022   | Lodging  | \$85.75   |
| <input type="checkbox"/> | 12/14/2022   | Lodging Tax  | \$21.87   |
| <input type="checkbox"/> | 12/15/2022   | Lodging  | \$85.76   |
| <input type="checkbox"/> | 12/15/2022   | Lodging Tax  | \$21.87   |
| <input type="checkbox"/> | 12/16/2022   | Lodging  | \$85.76   |
| <input type="checkbox"/> | 12/16/2022   | Lodging Tax  | \$21.87   |
| <input type="checkbox"/> | 12/17/2022   | Lodging  | \$85.76   |
| <input type="checkbox"/> | 12/17/2022   | Lodging Tax  | \$21.87   |
| <input type="checkbox"/> | 12/18/2022   | Lodging  | \$85.76   |
| <input type="checkbox"/> | 12/18/2022   | Lodging Tax  | \$21.87   |

6. Once you Save to your report, it should look like this:

SAP Concur  Requests Travel **Expense** App Center

Manage Expenses

 Alerts: 1

Travel Test Expense \$645.75 Delete Report Copy Report Save

Not Submitted | Report Number: 0J8C8H

Report Details  Print/Share  Manage Receipts  Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to  View:

| <input type="checkbox"/> | Alerts <input type="checkbox"/>   | Receipt <input type="checkbox"/>  | Payment Type <input type="checkbox"/> | Expense Type <input type="checkbox"/> | Vendor Details <input type="checkbox"/> | Date <input type="checkbox"/> | Reque |
|--------------------------|---|---|---------------------------------------|---------------------------------------|---|-------------------------------|-------|
| <input type="checkbox"/> |  |  | Employee Out of Pocket                | Lodging                               | Goleta, California                      | 12/19/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging Tax                           | Goleta, California                      | 12/18/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging                               | Goleta, California                      | 12/18/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging Tax                           | Goleta, California                      | 12/17/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging                               | Goleta, California                      | 12/17/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging Tax                           | Goleta, California                      | 12/16/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging                               | Goleta, California                      | 12/16/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging Tax                           | Goleta, California                      | 12/15/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging                               | Goleta, California                      | 12/15/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging Tax                           | Goleta, California                      | 12/14/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging                               | Goleta, California                      | 12/14/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging Tax                           | Goleta, California                      | 12/13/2022                    |       |
| <input type="checkbox"/> |   |   | Employee Out of Pocket                | Lodging                               | Goleta, California                      | 12/13/2022                    |       |

Congratulations! You have itemized your lodging expenses.